

# CREDIT CARD PROCESS IMPROVEMENTS

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- The Government SmartPay card has proven to be a cost-saving and effective tool
- Statistics provided by the General Services Administration (GSA) estimated that Government-wide bankcard purchase actions of less than \$2,500 resulted in total purchases of \$10 billion for FY 1999 alone
- Last year (FY 1999) there were more than 21 million purchase card transactions which created a savings of \$1.1 billion. For each purchase card transaction, an administrative savings of \$53.77 is accrued.

# CREDIT CARD PROCESS IMPROVEMENTS CONT'D

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- Major companies are automatically providing large discounts because of the volume of purchases being placed against the purchase card. (W. W. Granger automatically applies a 55 percent discount.)
- NASA has a fleet/purchase/travel credit card task order with the Bank of America. Each Center has 3 Agency Program Coordinators (APCs): 1 for fleet, 1 for purchase, and 1 for travel (attached chart)
- The purchase APCs also have other jobs such as simplified acquisition, acquisition policy, and other procurement analyst/contract specialist tasks

# ELECTRONIC TOOLS

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- All APCs (fleet/travel/purchase) use several electronic tools to manage the credit card administration
  - Bank of America has an electronic accounting ledger system (EAGLS) NASA APCs for fleet/purchase/travel use EAGLS to open new accounts, make changes, cancel accounts, and download reports. It is a web-based system; however, access to EAGLS is prohibited without a user ID and password
  - A new EAGLS upgrade will be released on April 30

# ELECTRONIC TOOLS CONT'D

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- NASA Langley has an electronic purchase card system which features online reconciliation and reporting tools. The Langley system will be distributed to the entire Agency (Date to be determined). Access to the Langley system is prohibited without a user ID and password

# COMMUNICATION

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- NASA is heavily involved in the GSA/Bank of America Steering Committee which has weekly telecons and monthly meetings. Other Government agencies (Agriculture, Interior, Transportation, Energy, General Accounting Office, etc.) are also involved. This group exchanges best practices and addresses issues concerning Bank of America
- NASA Langley is in the process of developing a website which will provide information on all three business lines (fleet/purchase/travel). It will also be linked to the GSA homepage

# COMMUNICATION CONT'D

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- Periodic ViTS are scheduled with all three business lines, including Bank of America, to discuss issues and clarifications. Some of the issues concern travel card disputes and central billing accounts. A future ViTS will be on affirmative procurement
- Purchase and travel APCs will be participating in a workshop sponsored by NASA the week of May 15. Topics to be discussed will include merchant codes, object classes, training, etc.
- NASA fleet/travel/purchase APCs will be attending a Government-wide conference in Chicago on August 27, which is sponsored by GSA/Bank of America and other participating Banks

# FUTURE PLANS

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- Expanding the use of EAGLS to include cardholders and approving officials
- Creating a totally integrated card (all three business lines will have only one card instead of three)
- Stored value cards (a card that has an established block of dollars that are stored on the card for purchase or travel use)
- Rapid RECON (will take the place of the subcontractor who reconciles centrally billed accounts for travel). Will result in a cost savings to the Government because it will be furnished by Bank of America as part of their services at no extra cost